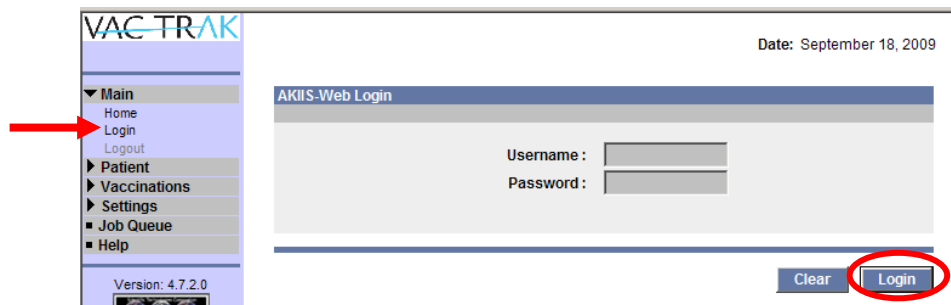


Compiled VacTrAK H1N1 User Guide

(Steps follow the training video)

FIRST TIME LOGIN INSTRUCTIONS

1. Open the VacTrAK webpage found at: www.vactrak.alaska.gov
2. On the left-hand menu under the Main heading, click **Login**. Enter your VacTrAK user name and password in the appropriate fields. Click the **Login** button at the bottom right.



VAC TRAK

Date: September 18, 2009

▼ Main
Home
Login
Logout
► Patient
► Vaccinations
► Settings
■ Job Queue
■ Help

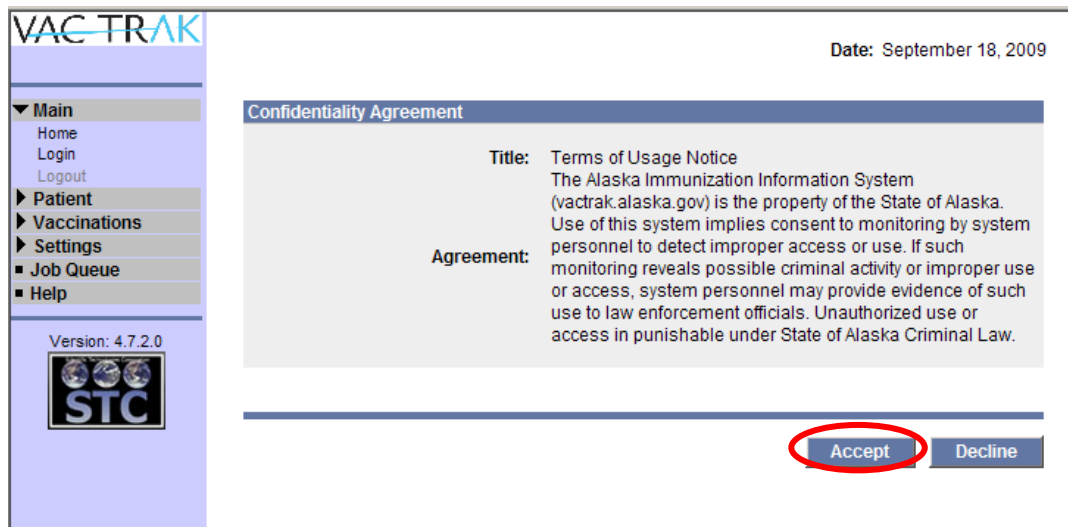
Version: 4.7.2.0

AKIIS-Web Login

Username :
Password :

Clear Login

3. On your first login into VacTrAK, the confidentiality agreement will appear. Please read over and click the **Accept** button in the bottom right.



VAC TRAK

Date: September 18, 2009

▼ Main
Home
Login
Logout
► Patient
► Vaccinations
► Settings
■ Job Queue
■ Help

Version: 4.7.2.0

STC

Confidentiality Agreement

Title: Terms of Usage Notice
The Alaska Immunization Information System (vactrak.alaska.gov) is the property of the State of Alaska. Use of this system implies consent to monitoring by system personnel to detect improper access or use. If such monitoring reveals possible criminal activity or improper use or access, system personnel may provide evidence of such use to law enforcement officials. Unauthorized use or access is punishable under State of Alaska Criminal Law.

Agreement:

Accept Decline

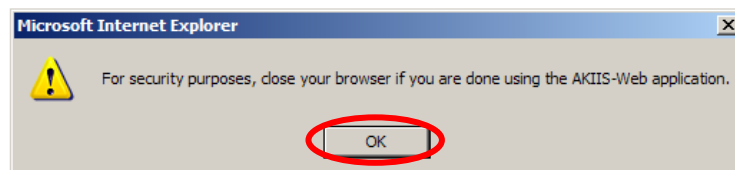
- You will be prompted to change your password from temporary password provided by the State of Alaska to a new password of your choosing on your first login. Your new password must be at least 4 characters in length and include both a letter and a number. Type in your current and new passwords into the appropriate fields and click the **Submit** button in the bottom right.

The screenshot shows the VacTrAK web application interface. On the left is a navigation menu with the following items: Main (expanded), Home, Login, Logout, Patient, Vaccinations, Settings, Job Queue, and Help. The 'Main' section is expanded, showing 'Home', 'Login', and 'Logout'. Below the menu is the version '4.7.2.0' and the 'STC' logo. The main content area shows 'Logged in: TEST USER' and 'Date: September 18, 2009'. A message states 'Your password has expired, please change it below'. Below this is a 'Change Password' form with three fields: 'Current Password:', 'New Password:', and 'New Password (again):'. Each field contains a series of dots. At the bottom right of the form are two buttons: 'Reset' and 'Submit'. The 'Submit' button is circled in red.

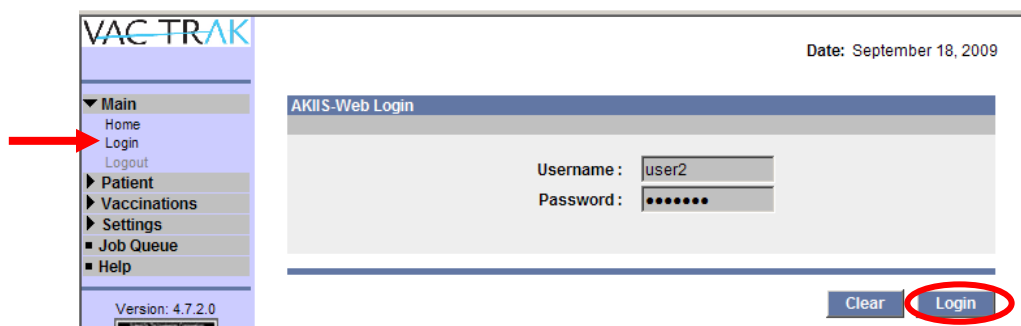
- You will be directed to log out of VacTrAK for your new password to activate. On the left hand menu under the Main heading click **Logout**.

The screenshot shows the VacTrAK web application interface after a successful password change. The navigation menu on the left is the same as in the previous screenshot, but the 'Logout' link under the 'Main' heading is highlighted with a red arrow. The main content area shows 'Logged in: TEST USER' and 'Date: September 18, 2009'. A message states 'Password changed successfully' and 'Please logout and then log back in to continue.'

- You will receive a pop-up window reminding you to close your web browser if done using VacTrAK. Click OK.



7. Return to the VacTrAK webpage. On the left-hand menu under the Main heading, click **Login**. Enter your VacTrAK user name and password in the appropriate fields. Click the **Login** button at the bottom right.

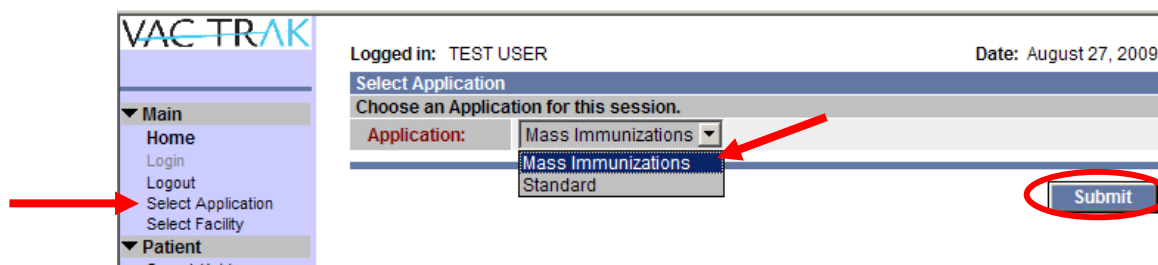


8. Congratulations you are now logged into VacTrAK! This is the screen you will be directed to on all subsequent VacTrAK logins.

logout when you are done using the AKIIS-Web application.' and 'Make sure you close your browser.' Below this is the text 'Use the menu on the left to access the application options.' and a footer note 'This site is used exclusively for access to AKIIS-Web by AKIIS enrolled users.'" data-bbox="184 418 805 619"/>

DATA ENTRY INTO MASS IMMUNIZATIONS MODULE

9. All data entry for the H1N1 vaccine will take place in the VacTrAK Mass Immunizations Module to allow for quick entry for a specific vaccine. On the left-hand menu under the Main heading click on **Select Application**. Choose Mass Immunizations from the drop down list and click the **Submit** button on the bottom right.



10. The VacTrAK homepage will appear once you are in the Mass Immunizations Module. On the left hand menu under the Settings heading select **Personal**. Next to the Lot Defaults heading click on the **Click to add** text to add the current vaccine lots in use by your facility.

VAC TRAK

Logged in: M O OHRT Date: August 24, 2009

Personal Settings

Patient Defaults [click to update](#)

City: Zip Code:
State: ALASKA Phone Area Code:
Campaign:

Vaccination Defaults [click to update](#)

Vaccinator: Facility:
Default Date:

Lot Defaults [click to add](#)

Vaccine Name Manufacturer / Lot Number / Facility / Pub Supp / Exp Date

VIS Publication Date Defaults [click to add](#)

Vaccine Name Pub Date1 Pub Date2 Pub Date3 Pub Date4

Vaccine Default Volume [click to add](#)

Vaccine Name Default Volume

Preferences

Feature Status:
Automatic City / State / Zip Code Population Enabled [enable/disable](#)

Version: 4.7.1.0

STC

11. On the Lot Defaults Add/Update screen select the appropriate Novel H1N1 vaccine from the drop down menu and click the text **Click to select**.

VAC TRAK

Logged in: TEST USER Date: August 27, 2009

Lot Defaults Add/Update

Vaccine/Med Description: Novel Influenza H1N1-09, Injectable

Manufacturer: [Click to select](#)

Lot Number:

Expiration Date:

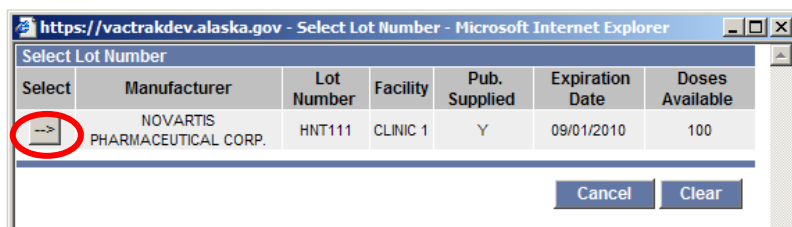
Lot Facility:

Publicly Supplied:

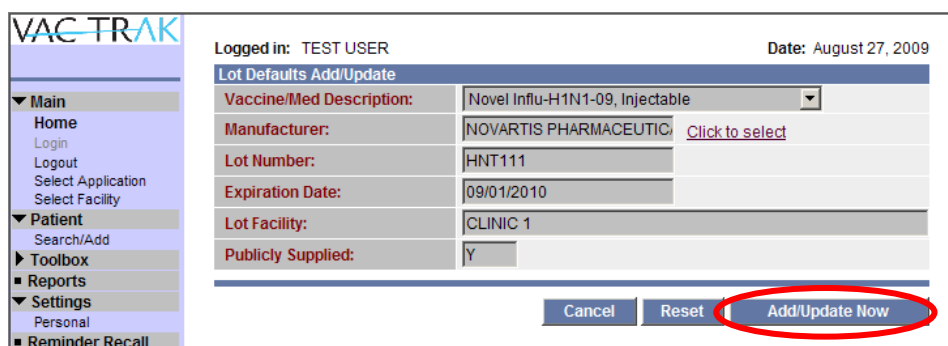
Cancel Reset Add/Update Now

12. A pop-up window will appear with a list of all of the vaccine lots available at your facility for the vaccine selected. Choose the correct vaccine. More than one lot can be added for each vaccine type by repeating Steps 10-13.

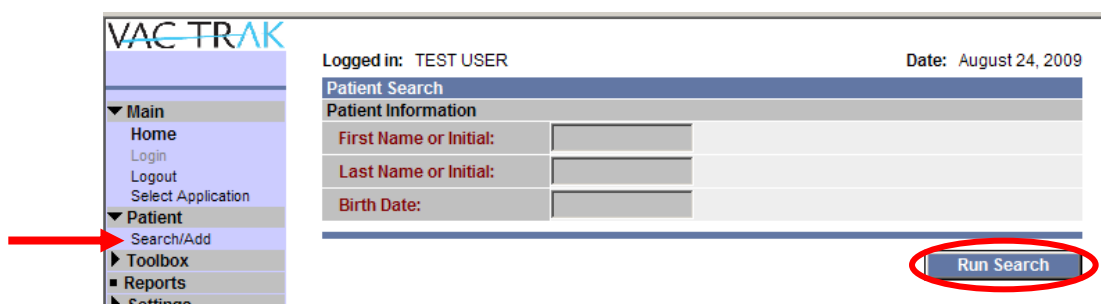
Note: Vaccine lot information will be entered by the Vaccine Depot at the State of Alaska for the Novel H1N1-09 vaccine sent to your facility. For the vaccine lots showing up on the data entry screen in the Mass Immunizations Module, you will need to add them to your personal preferences from what is available at your facility (this is completed in Steps 10-13).



13. Once the selected lot populates the lot detail fields, click the **Add/Update Now** button to add the default lot. Repeat Steps 10-13 for all H1N1 vaccine lots at the facility.



14. Now you are ready to enter the patient immunization data. On the left hand menu under the Patient heading click on **Search/Add**. Type in the patient's first initial, last initial and date of birth in the patient search screen and click the **Run Search** button.



15. One patient was found in VacTrAK that matched our search criteria of first initial z, last initial t and date of birth 02/22/1986. Select the patient for which you were searching.

VAC TRAK

Logged in: TEST USER Date: August 27, 2009


Patient Search

Search Criteria

Patients found with: First Initial = " z " and Birthday = " 02/22/1986 " OR Last Initial = " t " and Birthday = " 02/22/1986 "

Search Results

Records Found = 1

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Grd Middle Name	Grd Last Name
	ZACHARY		TESTING	02/22/1986			

Before adding a new patient, check to make sure the patient you want to add is not listed above.

Cancel Add New Patient

Version: 4.7.1.0

STC

16. If the address listed is correct, click the check box at the top to add the address information already listed in VacTrAK to this record. Please enter any other information collected by your facility to this screen to help link patient matches in the system.

VAC TRAK

Logged in: M O OHRT (IRMS: 1069) Date: September 8, 2009

Patient Address Information (Most recent record in system)

☒ Check this box to copy the address information from the most recent record to the data entry box ONLY if it matches what is reported on paper.

Street: 1234 MOOSE PASS RD.
 City: ANCHORAGE State: AK
 Zip Code: 99503 Phone Number:

Patient Edit

First Name: ZACHARY SSN:
 Middle Name: Birth Date: 02/22/1986
 Last Name: TESTING Sex: --select--

Address

Street:
 Zip Code: City:
 State: --select-- Phone Number:

Guardian Info

Mother's Maiden Name: Guardian First Name:
 (Last Name Only)

Comments

Campaign: --select--
 Tier: --select--
 Vaccinator: --select--

Version: 4.7.2.0

STC

17. Scroll down the page to the Vaccination/Medication Add section. Click on the check box for all of the influenza vaccine administered, making sure that the vaccine lot information for the H1N1 vaccine matches what is listed in VacTrAK (return to [Step 10](#) if vaccine lot is not showing correctly). Click the **Save** button when complete.

Note: Lot information will only be available for the Novel H1N1 flu vaccine in VacTrAK

Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> Inlu split 6-35 mos pres free	08/27/2009	
<input type="checkbox"/> Influenza Nasal Spray	08/27/2009	
<input type="checkbox"/> Influenza Split	08/27/2009	
<input type="checkbox"/> Novel Inlu-H1N1-09, Injectable	08/27/2009	<input type="radio"/> NOVARTIS PHARMACEUTICAL CORP. / HNT111
<input checked="" type="checkbox"/> Novel Inlu-H1N1-09, Nasal	08/27/2009	<input checked="" type="radio"/> MEDIMMUNE, INC. / HNT1234
<input type="checkbox"/> Novel Inlu-H1N1-09, Presv Free Inj.	08/27/2009	<input type="radio"/> SANOFI PASTEUR / HNT987
<input type="checkbox"/> --select--	08/27/2009	

☐ Do not take ownership when adding vaccinations.

Cancel Save

18. You will be directed back to the patient search page to look-up the next patient. Type in the next patient's first initial, last initial and date of birth in the patient search screen and click the **Run Search** button.

VAC TRAK

Logged in: TEST USER Date: August 24, 2009

Patient Search

Patient Information	
First Name or Initial:	
Last Name or Initial:	
Birth Date:	

Run Search

ADDING A NEW PATIENT IN MASS IMMUNIZATION MODULE

19. No patients were found in VacTrAK that matched our search criteria of first initial p, last initial t and date of birth 07/21/76. First, verify that you searched on the correct initials and date of birth. If your search was correct and this patient is not in VacTrAK, click the **Add New Patient** button on the bottom right.

VAC-TRAK

Logged in: TEST USER Date: August 28, 2009

Patient Search

Search Criteria

Patients found with: First Initial = " p " and Birthday = " 07/21/1976 " OR Last Initial = " t " and Birthday = " 07/21/1976 "

Search Results

Records Found = 0

Select	First Name	Middle Name	Last Name	Birth Date	Grd First Name	Grd Middle Name	Grd Last Name
Before adding a new patient, check to make sure the patient you want to add is not already in the system.							

Cancel Add New Patient

20. Enter the demographic and vaccination information for this patient. For new patients you will be required to add the patient's gender, address, and guardian information in order to link them to other records in VacTrAK in the future. See [Step 16-17](#) for assistance. Click the **Save** button when finished.

Patient Add

First Name: P Birth Date: 07/21/1976

Middle Name: Sex: --select--

Last Name: T SSN:

Address

Street:

Zip Code: City:

State: AK Phone Number:

Guardian Info

Mother's Maiden Name: Guardian First Name:

(Last Name Only)

Comments

Campaign: --select--

Tier: --select--

Vaccinator: --select--

Vaccination/Medication Add

Default Date: 08/27/2009

Vaccine/Medicine	Date	Manufacturer / Lot
<input type="checkbox"/> Influenza split 6-35 mos pres free	08/27/2009	
<input type="checkbox"/> Influenza Nasal Spray	08/27/2009	
<input type="checkbox"/> Influenza Split	08/27/2009	
<input type="checkbox"/> Novel Influenza-H1N1-09, Injectable	08/27/2009	NOVARTIS PHARMACEUTICAL CORP. / HNT111
<input type="checkbox"/> Novel Influenza-H1N1-09, Nasal	08/27/2009	MEDIMMUNE, INC. / HNT1234
<input type="checkbox"/> Novel Influenza-H1N1-09, Presv Free Inj.	08/27/2009	SANOFI PASTEUR / HNT987
<input type="checkbox"/> Click to select	08/27/2009	/

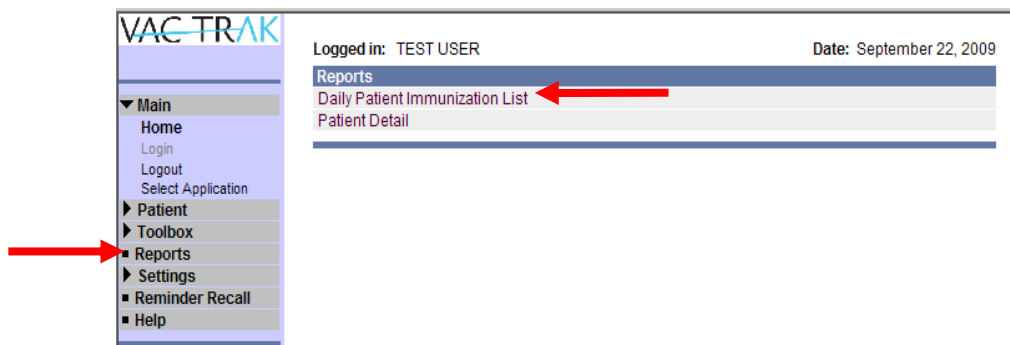
Contraindications Add

☐ Do not take ownership when adding vaccinations.

Cancel Save

DAILY PATIENTS VACCINATED REPORT

21. On the left-hand menu click on **Reports**. The click on the **Daily Patient Immunization List** report.



22. Type in the date you would like to print the report for in the Shots Given on this Date field. Click the **Create Report** button on the bottom right.

23. The Daily Patient Immunization List will appear for all vaccines entered into VacTrAK that were administered at your facility on that date.

Daily Patient Immunization List

Report Criteria

Report Date: September 22, 2009

IRMS: 1026 - TEST PROVIDER

Facility: CLINIC 1

VFC PIN: 000000

Shots Given on this Date: 09/11/2009

Vaccinator: All

School: All

Hide Dose Number: No

Patient Name	Birth Date	Vaccine	Dose	Facility	Vaccinator	School
PATIENT, GLORIA TEST	01/10/1984	Influenza Split	1	CLINIC 1		
PATIENT, GLORIA TEST	01/10/1984	Novel Influa-H1N1-09, Injectable	1	CLINIC 1		

Total Number of Vaccines: 2

Total Number of Patients: 1

PATIENT VACCINATION HISTORY SEARCH

24. You will need to be logged into Standard VacTrAK to look-up a patient's past vaccinations. If you are switching from the Mass Immunizations application (used to enter H1N1 data), on the left-hand menu under the Main heading click on **Select Application**. Choose **Standard** from the drop down list and click the **Submit** button.

VAC TRAK

Logged in: TEST USER Date: September 8, 2009

Select Application

Choose an Application for this session.

Application: Mass Immunizations
Mass Immunizations
Standard

Submit

25. If the Patient Search screen does not appear, click on **Search/Add** under the Patient heading on the left-hand menu.

VAC TRAK

Logged in: TEST USER Date: September 8, 2009

Patient Search Click [here](#) to use the "advanced" search

First Name or Initial: WIC ID:

Last Name or Initial: SIIS Patient ID / Bar Code:

Birth Date: Chart Number:

Family and Address Information:

Guardian First Name: Mother's Maiden Name:

Street: P.O. Box: Street:

City: State: --select--

Zip Code: Phone Number:

☐ Check here if adding a new patient.

Clear Reset Search

Version: 4.7.2.0

STC

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

26. The easiest way to search for a patient is to type in their first initial, last initial and date of birth and click the **Search** button.

VAC TRAK

Logged in: TEST USER Date: September 8, 2009

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial: WIC ID:

Last Name or Initial: SIIS Patient ID / Bar Code:

Birth Date: Chart Number:

Family and Address Information:

Guardian First Name: Mother's Maiden Name:

Street: P.O. Box: Street:

City: State:

Zip Code: Phone Number:

☐ Check here if adding a new patient.

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

27. One patient was found in VacTrAK that matched our search criteria of first initial z, last initial t and date of birth 02/22/1986. Select the patient you were searching for by clicking on the select arrow next to the correct patient's name.

VAC TRAK

Logged in: TEST USER Date: September 8, 2009

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial: WIC ID:

Last Name or Initial: SIIS Patient ID / Bar Code:

Birth Date: Chart Number:

Family and Address Information:

Guardian First Name: Mother's Maiden Name:

Street: P.O. Box: Street:

City: State:

Zip Code: Phone Number:

☐ Check here if adding a new patient.

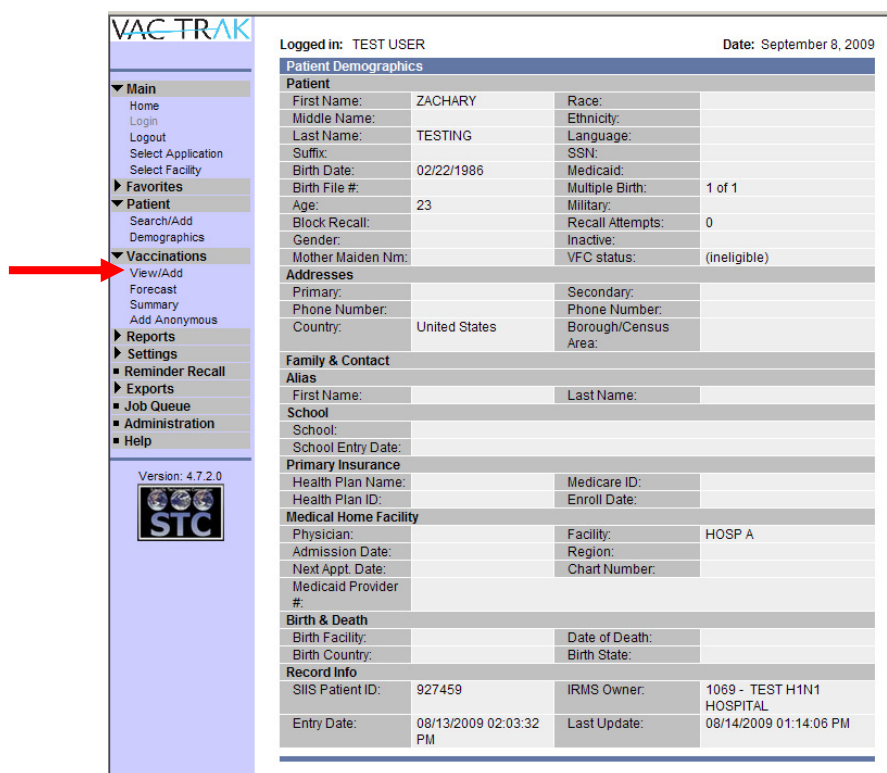
Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Patient Search Results

Records Found = 1 Search Criteria: First Initial / Birth Date

Select	First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Last Name
<input type="radio"/>	ZACHARY		TESTING	02/22/1986	927459		

28. The Patient Demographics page will appear. On the left-hand menu under the Vaccinations heading select **View/Add** to view this patient's vaccination record.



VAC TRAK Logged in: TEST USER Date: September 8, 2009

Patient Demographics

Patient

First Name:	ZACHARY	Race:	
Middle Name:		Ethnicity:	
Last Name:	TESTING	Language:	
Suffix:		SSN:	
Birth Date:	02/22/1986	Medicaid:	
Birth File #:		Multiple Birth:	1 of 1
Age:	23	Military:	
Block Recall:		Recall Attempts:	0
Gender:		Inactive:	
Mother Maiden Nm:		VFC status:	(ineligible)

Addresses

Primary:		Secondary:	
Phone Number:		Phone Number:	
Country:	United States	Borough/Census Area:	

Family & Contact

Alias

First Name:		Last Name:	
-------------	--	------------	--

School

School:	
School Entry Date:	

Primary Insurance

Health Plan Name:		Medicare ID:	
Health Plan ID:		Enroll Date:	

Medical Home Facility

Physician:		Facility:	HOSP A
Admission Date:		Region:	
Next Appt. Date:		Chart Number:	
Medicaid Provider #:			

Birth & Death

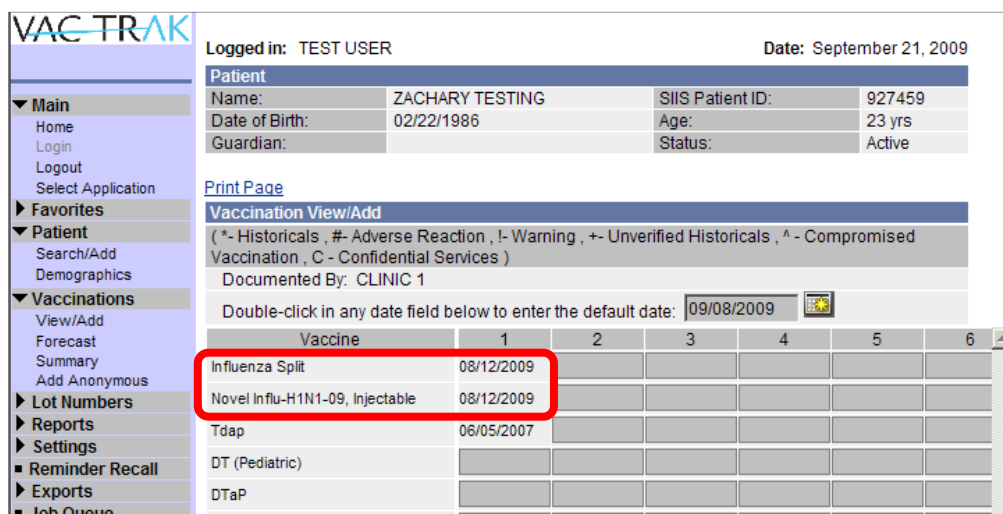
Birth Facility:		Date of Death:	
Birth Country:		Birth State:	

Record Info

SIIS Patient ID:	927459	IRMS Owner:	1069 - TEST H1N1 HOSPITAL
Entry Date:	08/13/2009 02:03:32 PM	Last Update:	08/14/2009 01:14:06 PM

29. The Vaccination View/Add Screen will appear with the patient's vaccination record as entered into VacTrAK. From this patient's records we can see that he received both the seasonal and novel H1N1 influenza vaccines on 08/12/09.

Note: Vaccines will be listed in alphabetical order by the vaccine the patient received.



VAC TRAK Logged in: TEST USER Date: September 21, 2009

Patient

Name:	ZACHARY TESTING	SIIS Patient ID:	927459
Date of Birth:	02/22/1986	Age:	23 yrs
Guardian:		Status:	Active

[Print Page](#)

Vaccination View/Add

(* - Historicals , #- Adverse Reaction , !- Warning , +/- Unverified Historicals , ^ - Compromised Vaccination , C - Confidential Services)

Documented By: CLINIC 1

Double-click in any date field below to enter the default date: 09/08/2009

Vaccine	1	2	3	4	5	6
Influenza Split	08/12/2009					
Novel Influenza H1N1-09, Injectable	08/12/2009					
Tdap	06/05/2007					
DT (Pediatric)						
DTaP						

PRINTING AN OFFICIAL IMMUNIZATION RECORD

30. On the left-hand menu under Reports heading select **Patient Record** to print a copy of the patient's immunization record.

The screenshot shows the VAC TRAK application interface. On the left is a navigation menu with categories: Main, Favorites, Patient, Vaccinations, Lot Numbers, Reports, and Settings. The 'Reports' category is expanded, and 'Patient Record' is highlighted with a red arrow. The main content area shows the user is logged in as 'TEST USER' on 'September 21, 2009'. Below this is a 'Patient' information section for 'ZACHARY TESTING' (SIIS Patient ID: 927459, Date of Birth: 02/22/1986, Age: 23 yrs, Status: Active). A 'Print Page' link is visible. Below that is a 'Vaccination View/Add' section with a date picker set to 09/08/2009. At the bottom is a table of vaccinations:

Vaccine	1	2	3	4	5	6
Influenza Split	08/12/2009					
Novel Infl-H1N1-09, Injectable	08/12/2009					
Tdap	06/05/2007					
DT (Pediatric)						
DTaP						

31. Under the Vaccination Record Choices heading, select **All Recorded Vaccinations** to include the H1N1 vaccine. Check the **Printable Version** box and click **Create Report** button on the bottom.

The screenshot shows the 'Print Patient Record' form in the VAC TRAK application. The left navigation menu is the same as in the previous screenshot. The main content area shows the user is logged in as 'TEST USER' on 'September 21, 2009'. The form has three sections: 'Patient Information To Include' (with radio buttons for 'Do Not Include Confidential Information' and 'Include Confidential Information'), 'Vaccination Information to Include' (with radio buttons for 'Do Not Include Confidential Vaccines' and 'Include Confidential Vaccines'), and 'Vaccination Record Choices' (with radio buttons for 'Immunization Record (summary)', 'All Recorded Vaccinations' (selected), and 'Forecast'). Below these is a checkbox for 'Printable Version (enable table borders)' which is also selected. At the bottom right is a 'Create Report' button, which is circled in red.

32. The patient immunization record will appear listing all vaccines recorded in VacTrAK.

VAC TRAK
State of Alaska Official Patient Vaccination Record

All Recorded Vaccinations

IRMS: 1069 - TEST H1N1 HOSPITAL
Facility: HOSP A
Date: September 21, 2009

Patient ID: 927459
Name: ZACHARY TESTING
Birth Date: 02/22/1986
Gender:
Guardian:
Physician:

Phone:
Street:
City:
State:
Zip Code:
Country:

Medicaid No:
WIC ID:

Vaccine Name	Dose 1	Dose 2	Dose 3	Dose 4
Influenza Split	08/12/2009			
Novel Influenza H1N1-09, Injectable	08/12/2009			
Tdap	06/05/2007			

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